

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-239

OPENING DATE: 19 August 2005

CLOSING DATE: 19 September 2005

ANTICIPATED FILL DATE: 16 Oct 05

### POSITION TITLE AND NUMBER

Supply Management Specialist  
PDCN 70136000, MD # 1221-301

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC J4 (DCSLOG)  
NCARNG, Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay Adj of 11.72%)

GS-2003-11 \$50,541.00 - \$65,704.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT:** Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of a broad range of supply program relationships.
2. Knowledge of specialized methods and techniques to analyze and evaluate the effectiveness and efficiency of supply programs and operations.
3. Ability to analyze and resolve difficult issues and problems in supply processes, work methods, supply data management and supply operations.
4. Ability to develop and implement procedures/ practices to cover multiple supply objectives.
5. Knowledge of a variety of technical supply operations.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer/Warrant Officer position in the NCARNG is mandatory. (Q: Br: 88, 90A, 91, 92A; AOC: 15D; WO: 92)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** This position is located in the Army National Guard ARNG, HQ STARC, Logistics Management Office, Director of Logistics (DOL). Its purpose is to plan, organize, direct, coordinate and manage all command supply and services functions. Plans, organizes and manages supply and services functions to include command supply and storage, and command equipment property accountability management. Formulates and implements command supply operating procedures and policies necessary to support units. Ensures unit responsibilities for receipting and accounting of equipment and supplies are met. Develops and manages the state logistics contingency stockage plan and coordinates the plan with the USPFO. Implements the Chief of Staff of the Army Supply Excellence Award Program. Administers the command equipment loan program. Serves as the focal point for approval of the loan of command equipment. Directs the loan of equipment between units within the command. In coordination with the USPFO, request/directs loans of equipment to and from entities outside of the command/state, preparing inter-service support agreements and memorandums of agreement as appropriate. Advises the DOL on command supply and services status and recommends support required for current and proposed operations. Collects and consolidates data for areas in which operations are anticipated. Develops, implements and evaluates the effectiveness of the Command Supply Discipline Program. Provides guidance on interpretation of directives and assists units, organizations and activities in supply and services matters. Manages the command property program within units of the state to ensure Equipment on Hand (EOH) readiness is met, in conjunction with State Readiness Committee guidelines. Conducts an assessment of all EOH within units of the state and directs equipment redistribution within the command based on EOH policy as developed by the Plans and Policy Office of the DOL. Maintains current command supply analysis on trends of effectiveness and efficiency. Directs actions to improve/correct undesirable supply conditions, practices and policy in the command. Manages, controls, analyzes and recommends corrective action for property losses in the command. Monitors command warehouse operation with automated system support to ensure property book accuracy through required reconciliation. Provides management oversight responsibility for the command Lost, Damaged and Destroyed Property Program. Provides guidance to units on supply regulations. Provides guidance to the USPFO reference the Command's policy on the funding of requisitions (less Class IX). Serves as a member of appropriate ASL review board(s). Serves as the command mobility energy management officer; serves on the state energy council; coordinates mobility energy maintenance allocation and monitors mobility energy usage. Receives fiscal information from each subordinate function to prepare and review budget estimates for the command supply and services functions. Evaluates the effects of new programs on funding requirements and ensures the preparation of justification for budget revisions. Prepares, reviews and verifies command supply and services reports. Directs and coordinates logistics activities, including procurement and provision of command supplies and services and management of command material and equipment. Monitors required unit equipment inventories and is active in the development, scheduling and execution of annual/special command physical inventories. Coordinates with USPFO Supply 70136000 Accounting Assistance and Instruction Team (SAAIT) on SAAIT selective Inventories as appropriate. Processes Reports of Survey/Financial Liability of Property Loss Reports in accordance with applicable regulations. Monitors unit DODAAC submissions. Ensures timely unit submissions on adds, changes, or deletes. As appropriate, coordinates with the unit and State DODAAC coordinator on any required submissions. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. Relocation expenses (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSSM-1, SRAA-1, VCSOP-12